

**BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES June 18, 2019**

**I. Call to order**

A. Note compliance with Open Meeting Law

The meeting was called to order at 5:30 pm

B. Roll Call

Members present: J. Ellington, J. Gunnell (6:19), F. Hartmann, A. Kujawa, B. Persche, L. Von Asten, P. Zolper

Members absent: L. Steffes, B. Stelling

Others present: J. Bergin, C. Kipp

C. Approval of the May 20, 2019 Library Board meeting minutes (Open session and Closed session)

Motion to approve the minutes: F. Hartmann

Second: A. Kujawa

Vote: Motion passed unanimously

D. Approval of the Agenda

Motion to approve the Agenda: A. Kujawa

Second: L. Von Asten

Vote: Motion passed unanimously

**II. Public Hearings/Appearances**

None

**III. Action Items**

A. Introduce new trustee, Philip Zolper.

B. Trustees terms ending: T. Kujawa, L. Von Asten, J. Gunnell

T. Kujawa will continue for another term. L. Von Asten and J. Gunnell will not continue for another term. They were both thanked for their service. Names were suggested to J. Bergin to pass on to the Mayor for possible replacements. School superintendent L. Mueller will appoint the board representative from the school district to replace J. Gunnell.

C. City cell phone for library director

City administrator E. Geick has approved library director be added to city phone plan. City attorney E. Truman recommends not using personal cell phone for work due to open records law. There will be an initial one-time fee of around \$200 for the phone and then \$269.50 for the remaining 7 months of this year. For future years, the cost will be around \$480 per year.

Motion made to transfer \$469.50 from library segregated fund to the telephone fund for director's cell phone charges for 2019: T. Kujawa

Second: L. Von Asten

Vote in favor: J. Ellington, F. Hartmann, A. Kujawa, B. Persche, L. Von Asten, P. Zolper

Vote opposed: None

#### D. Discuss rear parking lot signage/ordinance

The City recently installed 2-hour parking signs in the library's north parking lot (apparently this has always been 2-hour parking by City ordinance). J. Bergin suggests making the whole lot be either 4-hour or 8-hour parking. Staff will receive passes from the City to exempt them from the parking ordinance.

Motion made for J. Bergin to request to City that the parking in the library's north lot be 4-hour parking: B. Persche

Second: T. Kujawa

#### E. Invoices process – Director's workflow

Currently, the Director spends up to 8 hours per month scanning invoices and putting them into the payment system and then forwarding them to the City Treasurer. Discussion was held regarding someone else taking over this task to free Director up for work more fitting with her skill set and pay scale. Director feels she can possibly shift staff around in next year's budget (increase library page to 23 hours). Decided on plan to have Director look for a volunteer to assist for the remainder of this year and then adjust the budget for next year to meet this need.

#### F. Chairs for youth services department – funding

When the renovations were made to the adult reading rooms last spring (new carpet, paint, chairs and tables), there was also funding included in the segregated fund at that time for the purchase of new chairs and tables for the youth services department, but they were not purchased then. C. Kipp requests that they be purchased at this time.

Motion to pay for new chairs and tables for youth services out of segregated fund: T. Kujawa

Second: P. Zolper

Vote in favor: J. Ellington, F. Hartmann, A. Kujawa, B. Persche, L. Von Asten, P. Zolper

Vote opposed: None

#### G. Update on building project including PR and upcoming dates

Library Advocate Meeting is planned for Wednesday, June 19, 6-7:30 in library program room. B. Persche, J. Bergin and K. Olson will update interested community members on the current expansion status and offer suggestions for community advocate participation. Pizza will be served. Participants will be asked to reach out to their alderpersons, place yard signs, write letters of support, advocate at community events and/or wear Get Loud for the Library t-shirts.

J. Bergin, along with a board trustee, will present a shortened version of the presentation made to City Council in May to various organizations, such as Kiwanis, school board, Optimists, Chamber of Commerce board and Rotary.

The PR team has also created additional informational flyers to educate the community on the need for the expansion and how they can be involved.

The public relations budget for the 2019 Expansion push was \$2,845. To date, \$2,170 has been spent (\$675 remaining). The PR team foresees additional expenses to include pizza/salad for Advocate Meeting, printing, t-shirts, yard signs, and Facebook promotion totaling an additional \$1,256.

Motion to add an additional \$1,256 to the PR budget for the 2019 expansion push out of the building fund: L. Von Asten

Second: B. Persche

Vote in favor: J. Ellington, A. Kujawa, B. Persche, L. Von Asten, P. Zolper

Vote opposed: F. Hartmann

#### H. Discuss hiring fundraiser and fundraising game plan

Initial discussion was held that the library board might try fundraising without hiring a fundraising firm after the following is determined:

- 1) Council reinstates the expansion to a 2021 start date and indicates how much money will come from the City
- 2) Possibility of Community Development Block Grant award

Once the above is known, the board will appoint a fundraising committee.

#### I. Bills: J. Ellington (in lieu of L. Steffes), Examiner

Motion to pay the bills: J. Ellington

Second: L. Von Asten

Vote: Motion passed unanimously

### IV. Information items

#### A. Teen Advisory Board report

Teen programming has increased dramatically as a result of P. Johnson promoting the summer programs to the 6-8 grade classes. Last program had 30 teens (5 previous).

#### B. Financial Summary

See report in meeting packet. Currently 41% through the fiscal year and 40.055 of budget spent; on track.

Motion to approve financials: T. Kujawa

Second: J. Gunnell

Vote: Motion passed unanimously

#### C. Staff reports

##### a. Adult Services Report

Refer to report for details.

##### b. Youth Services Report

Refer to report for details.

c. Director's Report

Nothing else to add beyond what was already discussed.

D. Statistics

Refer to packet for details. Computer use is down some, but wireless use is up quite a bit. Facebook engagements were 10,000 this May compared to 4,000 last May.

I. Friends report

Did not meet this month. Next meeting is July 2 at 6:00 pm. P. Zolper will attend.

J. Correspondence

None.

**V. Adjourn**

Motion to adjourn: T. Kujawa

Second: L. Von Asten

Vote: Motion passed unanimously

The meeting adjourned at 6:37 pm.